

A critical factor in accomplishing the Division's mission and vision is a highly competent, skilled and committed staff. In this regard, the Division is committed to providing in-service education and professional development opportunities for staff to the extent that its resources permit.

Procedures

1. The Superintendent is authorized to plan, develop and implement in-service and professional development activities for staff, in keeping with the Division's goals and objectives.
2. In-service education will be provided to staff to the extent of funding derived from:
 - 2.1. In-service grants received from Alberta Education;
 - 2.2. Grants received from other sources; and
 - 2.3. School based budget allocations.
3. In-service activities shall be planned to include as many staff members as is possible and reasonable.
4. Local in-service programs and activities will be established by the Superintendent/designate and school administrators.
5. School professional development plans must indicate the organization of collaborative time for teachers as it pertains to school and division goals.
6. Teachers are encouraged to participate in activities which will keep them knowledgeable about current teaching trends, eg.: ATA Teacher Convention
7. Professional staff shall attend the regional teachers' convention and teacher institute day.
8. The Superintendent or designate may, from time to time, identify professional development activities which are external to the Division and either direct or approve individual(s) attendance or participation at such.
9. As per Procedure 404 – Teacher Growth, Supervision and Evaluation all teachers and administrators, full time or part-time shall complete a teacher professional growth plan during each school year. Teacher Professional Growth plans should foster self-assessment, improvement of practice and professional growth. It should also reference the Teaching Quality Standard.
10. The school calendar allows several days each year for staff professional development. Staff are expected to attend activities organized for them on specific calendar professional development days.
11. It is an expectation of **all ECACS** staff to attend Mission and Ministry Day at the start of each school year.
12. On divisional professional development days teachers are expected to make use of the transportation provided to them via the bus from the school or worksite. All teachers will be

paid kilometrage, at the board rate, when a teacher is on authorized School Business and has prior approval, from the employer, to use their own vehicle.

Reviewed/Revised: March 2018 April 2020

Reference Section 196, 197, 55, 18, 53, 52, 204, 222 Education Act
ECACS AP 404 – Teacher Growth, Supervision and Evaluation
Red Deer Catholic - AP 460
Elk Island Catholic SRD No. 41 - AP 423